



Minutes

J.E. Hinchcliffe PTO General Meeting August 28, 2008 – 7:00pm

- **Attendance:** Angie Boswell, President; Lani Honma, Vice President; Ann Wilhelm, Treasurer; Claire Slone, Recording Secretary; Jill Hansen, Corresponding Secretary; Kristie Belobrajdic, Principal; Kathi Bell, Teacher Representative. There were thirteen additional members present.
- **President's Welcome:** President Angie Boswell welcomed members and called the meeting to order.
- **Approval of May Meeting Minutes:** Members reviewed the minutes from the May 22nd meeting. Sandy Joyce motioned to approve the minutes and Lynn Hall seconded. Motion carried.
- **Principal's Report:** There will be ten volunteer training sessions at Marie Schaefer. The dates are the following: Sept. 16th, Oct. 21st, Nov. 18th, Dec. 16th, Jan. 20th, Feb. 17th, and Mar. 17th. All meetings will begin at 5:30. Principal Belobrajdic is seeking a volunteer to organize and download onto a CD, digital pictures of events occurring at Hinchcliffe throughout the 2008-2009 school year. An outdoor science garden is currently being planned. Anyone who can donate supplies, fencing, a rototiller, gardening knowledge, etc. would greatly be welcomed. Principal Belobrajdic will be posting this information in her newsletters.
- **Treasurer's Report:** Ann Wilhelm reported:
 - **Budget Report:** Balance on hand as of June 30, 2008 = \$10,218.28. Balance on hand as of August 28, 2008 = \$12,566.45.
 - **Income:** Spirit Sales (\$207.00); School Supplies Sales (\$2,134.82 - Note that we have not received the school supplies bill yet.). Total income (\$2,341.82).
 - **Expenses:** Classroom Enhancement (refund - \$6.35). Total Expenses (\$6.35).
 - **Motion to approve the Treasurer's Report:** made by Sandy Joyce and seconded by Lynn Hall. Motion passed.
- **Old Business:**
 - **Meet & Greet:** Because so few people visited the PTO table at Open House, it was suggested by Kathi Bell that next year's PTO set up a table next to Spirit Sales, on the first day of school. While parents are waiting for the doors to open, they can drink coffee, visit, and receive information about PTO.
 - **Fall Fundraiser:** Packets were sent home today. Lani Honma reminded everyone to make sure student's name and teacher's name is written on top of the order form. Students who have sold ten items by September 2nd can put their name into a "Quick Start" drawing. A prize will be awarded every day, as well as a prize for most items sold. Delivery of merchandise is October 16th. Parents can pick up after school on October 16th or the next evening during the Fall Festival. Door-to-door sales are discouraged. Merchandise can be bought online and will be shipped directly to the home. Monetary donations to Hinchcliffe will be accepted as well.
- **New Business:**
 - **Directory:** Amy Ballance will chair. St. Elizabeth's will print the directories at no cost. Distribution of directories should be in mid October.
 - **Get Smart with Art:** Claire Slone reported volunteers are still needed for the following classrooms: Holloway, Hamby, Ross, Saunders, Kowalski, and Geller. Training dates are: September 11th, 2:20-3:15; September 16th, 6:30-7:15; September 17th, 6:30-7:15.

- **Fall Festival:** Michael Smith has volunteered to co-chair. Lynn Hall inquired about the amount of soda needed. Her husband's company may be able to donate. Angie Boswell will ask ROTC to run games as in previous years. \$3,500 has been requested for rental of inflatables, and other necessary items. Motion to approve made by Lynn Hall and seconded by Kathy Denton.
- **Silent Auction:** Ann Wilhelm and Jennifer Topouzoglou will co-chair. Outside donations from companies are welcomed and should be notified as soon as possible.
- **Fall Book Fair:** The theme is "Reading Safari" to be held October 17th - October 21st. Set up will be Friday, October 14th. Jeanne Krusac will donate burlap, animal print material, and a jeep. "One for Books" and "Student Wish Lists" will again take place. Volunteers will receive a free book for each shift worked.
- **New Programs**
 - Papa Vito's:** Jennifer Topouzoglou will chair. She reported "Pizza Night" will be the 3rd Monday of each month. Hinchcliffe earns 10% of total sales. Stickers will be placed on Kindergarteners' and 1st graders' shirts as reminders. This should go into effect by the next PTO meeting. As an incentive, coupons will be distributed if receipts are brought to Hinchcliffe.
 - Escrip:** Angie Boswell will attend a training session next week. Individuals can go to the website and sign up for a card. Each time that individual shops at either Schnuck's or Macy's, a percentage of the sale will go to Hinchcliffe.
 - Kohl's Cares for Kids:** A chairperson is needed. Angie Boswell is hoping to get this program running around Christmas. Order forms to parents would first need to be sent out before purchasing cards from Kohl's. Hinchcliffe would take the loss for those cards which could not be sold. Hinchcliffe would earn up to 5% for every \$1,000 sold. People can buy denominations of 10, 25, 50, or 100 dollars.
- **Website:** Kathi Bell will post the following on Hinchcliffe's website: treasurer's info., meeting minutes, newsletter, volunteering, fundraising, and Box Tops.
- **Attendance Door Prize Raffle:** Kathy Denton won August's raffle.
- **Motion to adjourn:** made by Sandy Joyce and seconded by Jill Hansen.
- Meeting Minutes respectfully submitted by Claire Slone, Recording Secretary.